



***DRAFT -SOUTHWEST CHIEF AND FRONT
RANGE PASSENGER RAIL COMMISSION***
PROGRAM CHARTER

Version <1.0>
July 2017

VERSION HISTORY

[Provide information on how the development and distribution of the Project Charter up to the final point of approval was controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	<Author name>	<mm/dd/yy>	<name>	<mm/dd/yy>	<reason>

UP Template Version: 11/30/06

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1 INTRODUCTION

1.1 PURPOSE OF PROGRAM CHARTER

[Provide the purpose of the program/project charter.]

The *<Program/Project Name>* charter documents and tracks the necessary information required by decision-maker(s) to approve the project for funding. The project charter should include the needs, scope, justification, and resource commitment as well as the project's sponsor(s) decision to proceed or not to proceed with the project. It is created during the Initiating Phase of the project.

The intended audience of the *<Program/Project Name>* charter is the program/project sponsor and senior leadership.

2 PROJECT AND PROGRAM OVERVIEW

[Typically, the description should answer who, what, when and where, in a concise manner. It should also state the estimated project duration (e.g., 18 months) and the estimated project budget (e.g., \$1.5M).]

3 SCOPE

3.1 OBJECTIVES

[Example: Improving transportation options along the Front Range and the Eastern Plains of Colorado through investments in multi-modal travel options consistent with the CDOT 20-Year Goal]

The objectives of the *<Project Name>* are as follows:

- *[Insert Objective 1]*
- *[Insert Objective 2]*
- *[Add additional bullets as necessary]*

3.2 HIGH-LEVEL REQUIREMENTS

The following table presents the requirements that the project's product, service or result must meet in order for the project objectives to be satisfied.

Req. #	Requirement Description

3.3 MAJOR DELIVERABLES

The following table presents the major deliverables that the project's product, service or result must meet in order for the project objectives to be satisfied.

Major Deliverable	Deliverable Description

3.4 BOUNDARIES

[Describe the inclusive and exclusive boundaries of the project. Specifically address items that are out of scope.]

4 DURATION

4.1 TIMELINE

[An example of a high-level timeline is provided below.]



4.2 EXECUTIVE MILESTONES

[Example: For CDOT DTR major/tactical projects, these milestones could be used to complete the Funding Plan/Cost and Schedule for grant requests.]

The table below lists the high-level Executive Milestones of the project and their estimated completion timeframe.

Executive Milestones	Estimated Completion Timeframe
<i>[Insert milestone information (e.g., Project planned and authorized to proceed)]</i>	<i>[Insert completion timeframe (e.g., Two weeks after project concept is approved)]</i>
<i>[Insert milestone information (e.g., Version 1 completed)]</i>	<i>[Insert completion timeframe (e.g., Twenty-five weeks after report to Legislature is completed)]</i>
<i>[Add additional rows as necessary]</i>	

5 PROJECT ORGANIZATION

5.1 ROLES AND RESPONSIBILITIES

[Depending on your project organization, you may modify the roles and responsibilities listed in the table below.]

This section describes the key roles supporting the project.

Name & Organization	Project Role	Project Responsibilities
<Name> <Org>	Chairperson	Person who has the authority to lead the decision-making process and ensures the Commission performs the work request by the State Legislature as directed in SB 17-153 and further is responsible to direct the work of the Commission to result in a Commission Report to the State Legislature.
<Name> <Org>	Vice Chairperson	Person who supports the work of the Chairperson and performs the duties in the absence of the Chairperson.
<Name> <Org>	Secretary	Person maintains the administrative record of the Commission and ensures the Commission operates in accordance with the legislative intent and direction.

Southwest Chief and Front Range Passenger Rail Commission

Name & Organization	Project Role	Project Responsibilities
<Name> <Org>	Committee Chair – Program Plan	Chairperson of a technical committee responsible for the development and execution of a work plan(s) regarding the committee assignment in support of the overall objectives of the Commission.
<Name> <Org>	Committee Chair – Funding and Finance	Chairperson of a technical committee responsible for the development and execution of a work plan(s) regarding the committee assignment in support of the overall objectives of the Commission.
<Name> <Org>	Committee Chair - Governance	Chairperson of a technical committee responsible for the development and execution of a work plan(s) regarding the committee assignment in support of the overall objectives of the Commission.
<Name> <Org>	Program Sponsor CDOT staff ?????	Person responsible for acting as the program’s champion and providing direction and support to the technical team. In the context of this document, this person approves the request for funding, approves the program scope represented in this document, and focuses on implementation of this program relative to the priorities of other projects in his/her area of responsibility.
<Name> <Org>	Government Monitor FRA?? Amtrak?? Others?	Government employee who provides the interface between the project team and the project sponsor. Additionally, they could serve as the sponsor for the program within their agencies as the program moves forward with implementation.
<Name> <Org>	Subject Matter Experts – Ex Officio members	People who have specific knowledge, understanding and experience relevant to the range of subjects with which the Commission will be involved, and through which the Commission can develop a better understanding of the requirements and options for the program and projects.
<Name> <Org>		
<Name> <Org>		

5.2 STAKEHOLDERS (INTERNAL AND EXTERNAL)

[Examples of stakeholders consist of a wide range of people who may be members of agencies, citizen groups, economic development organizations, etc. that may have a direct interest/benefit in program implementation.]

- Internal Stakeholders
 - Group A
 - Group B
 - Etc.
- External Stakeholders
 - Group X
 - Group Y
 - Etc.

6 PROJECT CHARTER APPROVAL

The undersigned acknowledge they have reviewed the project charter and authorize and fund the *<Program/Project Name>* project. Changes to this program/project charter will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are desired. Examples of such individuals are Agency Representatives, Private Sector Participants, Project Manager or Program Sponsor. Add additional lines for signature as necessary. Although signatures are desired, they are not always required to move forward with the practices outlined within this document.]

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

APPENDIX A: REFERENCES

[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]

The following table summarizes the documents referenced in this document.

Document Name and Version	Description	Location
<i><Document Name and Version Number></i>	<i>[Provide description of the document]</i>	<i><URL or Network path where document is located></i>

APPENDIX B: KEY TERMS

[Insert terms and definitions used in this document. Add rows to the table as necessary. Follow the link below to for definitions of project management terms and acronyms used in this and other documents.

<http://www2.cdc.gov/cdcup/library/other/help.htm>

The following table provides definitions for terms relevant to this document.

Term	Definition
<i>[Insert Term]</i>	<i>[Provide definition of the term used in this document.]</i>
<i>[Insert Term]</i>	<i>[Provide definition of the term used in this document.]</i>
<i>[Insert Term]</i>	<i>[Provide definition of the term used in this document.]</i>

From SB 17-153

(a) "COMMISSION" MEANS THE SOUTHWEST CHIEF AND FRONT RANGE PASSENGER RAIL COMMISSION CREATED IN SUBSECTION **(2)(a)** OF THIS SECTION.

(b) "FRONT RANGE PASSENGER RAIL SYSTEM" MEANS A RAIL SYSTEM THAT TRANSPORTS PASSENGERS ALONG THE FRONT RANGE AND THAT MAY INCLUDE STOPS AT THE CITIES OF FORT COLLINS, LOVELAND, LONGMONT, BOULDER, DENVER, CASTLE ROCK, COLORADO SPRINGS, AND PUEBLO, AND INCLUDES ANY APPURTENANT EQUIPMENT, BUILDINGS, OR FACILITIES.

(c) "FUND" **MEANS THE** SOUTHWEST CHIEF RAIL LINE ECONOMIC DEVELOPMENT, RURAL TOURISM, AND INFRASTRUCTURE REPAIR AND MAINTENANCE FUND CREATED IN SECTION **43-4-1002**.

APPENDIX C: GOALS

- **CDOT DTR Strategic Goals**

URL: http???

- **Goal 1 - ??**
- **Goal 2 - ??**
- **Goal 3 - ??**
- **Goal 4 - ??**

- **County Governments**

URL: http://

- **Goals - ??????**
-

- **City Governments**

URL: http://

- **Goals - ?????**

- **US Government – FRA?? Amtrak??**

URL:

Government-wide Initiatives

- **Goals ???**

Program Initiatives

- **Goals - ???**

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